

## July/August 2011

| Monday                                                                                                                                                                                       | Tuesday                                                                                                                                                                                        | Wednesday                                                                                                                                | Thursday                                                                                                                                                                  | Friday                                                                                                                               |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------|
| <b>25</b>                                                                                                                                                                                    | <b>26</b>                                                                                                                                                                                      | <b>27</b>                                                                                                                                | <b>28</b>                                                                                                                                                                 | <b>29</b>                                                                                                                            |
|                                                                                                                                                                                              |                                                                                                                                                                                                |                                                                                                                                          |                                                                                                                                                                           | Issue video conference invitation to <b>SG12-16 supervisors</b><br>All User email to communicate competitive selection process       |
| <b>1</b>                                                                                                                                                                                     | <b>2</b>                                                                                                                                                                                       | <b>3</b>                                                                                                                                 | <b>4</b>                                                                                                                                                                  | <b>5</b>                                                                                                                             |
|                                                                                                                                                                                              | Statewide conference call with <b>SG12 to 16 supervisors</b><br><b>PM</b> - Statewide job posting for <b>SG15 and 16 supervisor</b> positions ( <b>except MCS SG 15 supervisor positions</b> ) |                                                                                                                                          |                                                                                                                                                                           |                                                                                                                                      |
| <b>8</b>                                                                                                                                                                                     | <b>9</b>                                                                                                                                                                                       | <b>10</b>                                                                                                                                | <b>11</b>                                                                                                                                                                 | <b>12</b>                                                                                                                            |
|                                                                                                                                                                                              | <b>DEADLINE</b> to apply for <b>SG15 and 16 supervisor</b> positions                                                                                                                           |                                                                                                                                          | <b>DEADLINE - AM</b> – HR provides list of interviewees<br><b>DEADLINE</b> - HR Division to create and distribute building preference request form to District HR Offices | <b>DEADLINE - AM</b> - DEs and Div Leaders notify HR of final interviewee list<br><b>PM</b> - HR schedules Interviews                |
| <b>15</b>                                                                                                                                                                                    | <b>16</b>                                                                                                                                                                                      | <b>17</b>                                                                                                                                | <b>18</b>                                                                                                                                                                 | <b>19</b>                                                                                                                            |
| <b>SG 15 and 16 supervisors</b> Interviews<br><b>DEADLINE</b> – District HR Managers and CO Div Leaders communicate and distribute building preference request forms to CLs and Crew Workers | <b>SG 15 and 16 supervisors</b> Interviews                                                                                                                                                     | <b>SG 15 and 16 supervisors</b> Interviews                                                                                               |                                                                                                                                                                           | <b>DEADLINE - AM</b> – DEs and Div Leaders submit selection list to HR Division<br><b>PM</b> - HR Division meets with Executive Team |
| <b>22</b>                                                                                                                                                                                    | <b>23</b>                                                                                                                                                                                      | <b>24</b>                                                                                                                                | <b>25</b>                                                                                                                                                                 | <b>26</b>                                                                                                                            |
| <b>SG 15 and 16 supervisors</b> offers extended to interviewees/appointees<br>DE/Div Head Staffing Status conf call in the pm                                                                | <b>SG 15 and 16 supervisors</b> offers accepted                                                                                                                                                | <b>SG 15 and 16 supervisors</b> announced<br><b>PM</b> - Statewide job posting for <b>SG 12 to 14 and MCS SG 15 supervisor</b> positions |                                                                                                                                                                           |                                                                                                                                      |
| <b>29</b>                                                                                                                                                                                    | <b>30</b>                                                                                                                                                                                      | <b>31</b>                                                                                                                                |                                                                                                                                                                           |                                                                                                                                      |
| DE/Div Head Staffing Status conf call in the pm<br><b>DEADLINE</b> – District HR offices and CO Div Leaders receive building preference request forms from CLs and Crew Workers              |                                                                                                                                                                                                | <b>DEADLINE</b> to apply for <b>SG 12 to 14 and MCS SG 15 supervisor</b> positions                                                       |                                                                                                                                                                           |                                                                                                                                      |

| <b>September 2011</b>                                                                                     |                                                                                                                                |                                                                                                                                           |                                                                                                                                                                                                                      |                                                                                                                        |
|-----------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------|
| <b>Monday</b>                                                                                             | <b>Tuesday</b>                                                                                                                 | <b>Wednesday</b>                                                                                                                          | <b>Thursday</b>                                                                                                                                                                                                      | <b>Friday</b>                                                                                                          |
|                                                                                                           |                                                                                                                                |                                                                                                                                           | <b>1</b>                                                                                                                                                                                                             | <b>2</b>                                                                                                               |
|                                                                                                           |                                                                                                                                |                                                                                                                                           | <b>DEADLINE</b> –HR staff submit to other District HR staff list of employees requesting building assignments in other districts                                                                                     |                                                                                                                        |
| <b>5</b>                                                                                                  | <b>6</b>                                                                                                                       | <b>7</b>                                                                                                                                  | <b>8</b>                                                                                                                                                                                                             | <b>9</b>                                                                                                               |
| Holiday                                                                                                   | <b>DEADLINE</b> – District HR Managers submit building preference requests to District MT Engineer                             | HR furnishes recommended interview list to DEs/Div Leaders for <b>SG 12 to 14 supervisor and MCS SG 15</b> jobs                           | DEs/Div Leaders begin review to determine appointments and interviews                                                                                                                                                |                                                                                                                        |
| <b>12</b>                                                                                                 | <b>13</b>                                                                                                                      | <b>14</b>                                                                                                                                 | <b>15</b>                                                                                                                                                                                                            | <b>16</b>                                                                                                              |
| DE/Div Head Staffing Status conf call in the pm                                                           |                                                                                                                                | <b>DEADLINE – AM</b> - DEs/Div Leaders submit appointee list to HR Division                                                               | <b>AM</b> – HR Division meets with Executive Team<br><b>PM</b> – Offers made to appointees                                                                                                                           | Announcement of appointees<br>Schedule interviews for remaining <b>SG 12 to 14 and MCS SG 15 supervisors</b> positions |
| <b>19</b>                                                                                                 | <b>20</b>                                                                                                                      | <b>21</b>                                                                                                                                 | <b>22</b>                                                                                                                                                                                                            | <b>23</b>                                                                                                              |
| <b>SG 12 to 14 and MCS SG 15 supervisor</b> Interviews<br>DE/Div Head Staffing Status conf call in the pm | <b>SG 12 to 14 and MCS SG 15 supervisor</b> Interviews                                                                         | <b>SG 12 to 14 and MCS SG 15 supervisor</b> Interviews                                                                                    | <b>SG 12 to 14 and MCS SG 15 supervisor</b> Interviews                                                                                                                                                               | <b>SG 12 to 14 and MCS SG 15 supervisor</b> Interviews                                                                 |
| <b>26</b>                                                                                                 | <b>27</b>                                                                                                                      | <b>28</b>                                                                                                                                 | <b>29</b>                                                                                                                                                                                                            | <b>30</b>                                                                                                              |
| <b>SG 12 to 14 and MCS SG 15 supervisor</b> Interviews<br>DE/Div Head Staffing Status conf call in the pm | <b>SG 12 to 14 and MCS SG 15 supervisor</b> Interviews<br><br><b>Statewide Conference Call with SG 10-11 Crew Leaders (CL)</b> | <b>8:30 AM - DEADLINE</b> –<br>Candidate selections submitted to HR Division<br><b>DEs identify appointments for SG10-11 CL positions</b> | <b>8:30 AM</b> – HR Division meets with Executive Team on SG 12 to 14 and MCS Supervisors; SG 10-11 appointments.<br><br><b>PM</b> - Offers made for SG 12 to 14 and MCS SG 15 Supervisors and SG 10-11 appointments | Offers accepted and announcements made of the SG 14, SG 12 and MCS SG 15 and SG 10-11 selections                       |

| October/November 2011                                                                            |                                                                   |                                                                                                                  |                                                                                                                        |                                                                                    |
|--------------------------------------------------------------------------------------------------|-------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------|
| Monday                                                                                           | Tuesday                                                           | Wednesday                                                                                                        | Thursday                                                                                                               | Friday                                                                             |
| 3                                                                                                | 4                                                                 | 5                                                                                                                | 6                                                                                                                      | 7                                                                                  |
| Remaining <b>SG10-11 CL</b> jobs posted<br><br>DE/Div Head Staffing Status conf call in the pm   |                                                                   |                                                                                                                  |                                                                                                                        |                                                                                    |
| 10                                                                                               | 11                                                                | 12                                                                                                               | 13                                                                                                                     | 14                                                                                 |
| Holiday                                                                                          | <b>11:55 PM DEADLINE</b> to apply for <b>SG10-11 CL</b> positions | <b>PM DEADLINE</b> - HR furnishes recommended interview list to DEs/Div Leaders for <b>SG 10-11 CL positions</b> | <b>AM DEADLINE</b> – Interview selections submitted to District HR/HRS<br><b>PM DEADLINE</b> - HR schedules interviews | <b>SG 10-11 CL</b> Interviews                                                      |
| 17                                                                                               | 18                                                                | 19                                                                                                               | 20                                                                                                                     | 21                                                                                 |
| <b>SG 10-11 CL</b> Interviews<br><br>DE/Div Head Staffing Status conf call in the pm             | <b>SG 10-11 CL</b> Interviews                                     | <b>SG 10-11 CL</b> Interviews                                                                                    | <b>SG 10-11 CL</b> Interviews                                                                                          | <b>8:30 AM DEADLINE</b> - DEs and Div Leaders submit selection list to HR Division |
| 24                                                                                               | 25                                                                | 26                                                                                                               | 27                                                                                                                     | 28                                                                                 |
| HR Division meets with Ex. Team – 9:00 AM<br><br>DE/Div Head Staffing Status conf call in the pm | Offers made                                                       | Announcements made                                                                                               | <b>DEADLINE</b> - MT employees notified by District of their new maintenance facility locations                        |                                                                                    |
| 31                                                                                               | 1                                                                 |                                                                                                                  |                                                                                                                        |                                                                                    |
| DE/Div Head Staffing Status conf call in the pm                                                  | Employees report to new maintenance facilities                    |                                                                                                                  |                                                                                                                        |                                                                                    |